

Instructions for Completing an Abbreviated Kentucky Historic Resources Inventory Form

These instructions are for use by non-professionals only: professional consultants must follow the guidelines in the Kentucky Historic Resources Survey Manual. Copies are available from the Survey Coordinator. For those who are using these instructions to complete an abbreviated survey form to record a building or complex, it is not necessary to fill in the segmented (___/___/___) spaces, and not all numbered categories need be completed. Instructions on what to complete follow:

1. **Historical name of resource** (usually the name of first owner or most important owner if the building does not have a given name).
 2. **Street address**; if none, indicate the road located on, how far from the road, and how far to the next intersection.
 3. Do Not Complete--Staff Use Only.
 4. **Owner's name and address**.
 5. **Your name**--indicate affiliation if you are surveying the site for an organization.
 6. **Date** the site was inspected and photographed.
 7. - 9. Do Not Complete
 10. - 11. Fill in appropriate answers: what was the building used for originally and what is it used for now?
 12. **Date**. Fill in estimated construction date under "estimated," unless actual date can be given under "documented." If documented, give source under 29 "history."
 13. Estimated or known dates of major **additions** and remodellings.
 14. Fill in the **construction material** of the original building and additions, for example: log, frame, etc.
 15. Give actual **dimensions** if known. If unknown, give height in number of stories and leave width and depth blank.
 16. -17. Complete **Floor Plan** and **Style** if known, otherwise, leave blank.
 18. Do Not Complete--Staff Use Only.
 19. **Foundation**. Type should be "piers," "continuous," or "other."
 20. **Primary wall material** refers to exterior wall covering, for example, "weatherboard" under original, "asbestos siding" as replacement.
 21. Leave **configuration** blank. Fill in **covering** material if known, for example, "wood shingle," "standing seam metal," etc.
 22. Tell us the building's **condition**: excellent, good, fair, poor, ruins.
 23. Do Not Complete--Staff Use Only.
 24. Do not complete negative file #. Take **photographs**, preferably in black and white, showing all sides of the primary structure and any outbuildings. Important interior and exterior details should be photographed if possible. Submit negatives with survey form. Copies of digital photographs may be submitted on CD-Rom.
 25. If important **historic support resources**, such as farm outbuildings, are associated with this structure, complete this section with appropriate answers. Key to site plan drawn under #26.
 26. Draw a simple **site plan**. Complete even if #25 was not answered to show relationship of building to major roads, streams, etc. You may also use this space to sketch a floor plan if you wish.
 27. **Map**. Please mark the location of the site on a county highway, U.S.G.S., or city-planning map and attach it to the inventory form.
- Optional Additional Information. Attach continuation sheet(s).
28. **Plan**. If the building surveyed was a house, draw a simple floor plan or an outline of its shape. Show porches and additions with dotted lines.
 29. **History**. Provide a short history of this building. This may focus on who built and occupied it, why they did so, the building's original and subsequent uses, its original and later appearance, and important events that occurred there. Copies of pages from local histories, who's who, newspaper clippings, etc., should be attached if available. Include bibliographic information for all copied material.
 30. Write a short statement about why this building is significant in the history or architecture of your community or area; for example: "a typical log house in this area," or "only remaining 19th century tavern in _____ county," or "the house where important local author _____ wrote most of her novels."